

**From:** [Bryan J Pesta](#)  
**To:** [Emil O. W. Kirkegaard](#); [John Fuerst](#)  
**Subject:** Fw: Question on volunteer research associates  
**Date:** Tuesday, October 2, 2018 8:27:03 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)



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**From:** Bryan J Pesta  
**Sent:** Tuesday, October 2, 2018 8:22 AM  
**To:** Stacey A Monroe  
**Subject:** Re: Question on volunteer research associates

Stacey,

Thanks so much for your help and time!

Bryan

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**From:** Stacey A Monroe  
**Sent:** Monday, October 1, 2018 1:19:39 PM  
**To:** Bryan J Pesta  
**Subject:** FW: Question on volunteer research associates

Bryan,

Per the below explanations of the Office of Research, it appears that the question is whether or not the individuals are considered "volunteers" or "guests". Either way, they can still list CSU as an affiliate institution.

We do have a status called "affiliate" that gives an unpaid individual most of the access that a volunteer gets. So, I believe that the interpretation of the individuals' status is really up to you, based on the scope of their work. Hope this helps.

Best regards,

*Stacey A. Monroe*

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**Stacey A. Monroe, MA, SPHR**  
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and Director, Recruitment and Employment Services  
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*The most dangerous phrase in the language is “We’ve always done it this way” – Grace Hopper*

**From:** Daniel Simon

**Sent:** Monday, October 01, 2018 1:13 PM

**To:** Stacey A Monroe <s.monroe@csuohio.edu>

**Cc:** Joy D Yard <j.yard@csuohio.edu>

**Subject:** RE: Question on volunteer research associates

Hi Stacey,

I don't think the individual's status has any bearing on the listed affiliation in a manuscript. "Affiliation" is a loose term that simply tells the journal and the readers what institution the individual was associated with when the published work was performed – the author could be "affiliated" as a student, volunteer, guest, retiree, etc. Some volunteers / guests may prefer to list their affiliation as CSU, while others may prefer to list it as "none" or "self-employed" or something else. This is a decision that should be jointly made by the involved CSU faculty and the volunteer / guest.

Thanks,

Dan

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Dan Simon

Associate Vice President for Research

Professor, Department of Electrical Engineering and Computer Science

Cleveland State University

**From:** Stacey A Monroe

**Sent:** Monday, October 1, 2018 1:05 PM

**To:** Daniel Simon <d.j.simon@csuohio.edu>

**Cc:** Joy D Yard <j.yard@csuohio.edu>

**Subject:** RE: Question on volunteer research associates

I do have one more question. Based on the interpretation of the individuals being "volunteers" or "guests", what bearing does that have on them listing an affiliation with CSU in manuscripts or publications?

Best regards,

*Stacey A. Monroe*

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*The most dangerous phrase in the language is “We’ve always done it this way” – Grace Hopper*

**From:** Daniel Simon  
**Sent:** Monday, October 01, 2018 12:55 PM  
**To:** Stacey A Monroe <[s.monroe@csuohio.edu](mailto:s.monroe@csuohio.edu)>  
**Cc:** Joy D Yard <[j.yard@csuohio.edu](mailto:j.yard@csuohio.edu)>  
**Subject:** RE: Question on volunteer research associates

Hi Stacey,

I don’t know how to interpret this – I think it’s outside the purview of the Office of Research. CSU faculty use “volunteers” all the time to help with research in their labs. Maybe the key is the following statement from the Volunteer Policy:

“Individuals who are invited to provide services or expertise on a guest basis are not considered “volunteers” as it relates to this policy.”  
So maybe the type of person who Dr. Pesta is talking about is not considered an official “volunteer.”

Regards,  
Dan

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Dan Simon  
Associate Vice President for Research

Professor, Department of Electrical Engineering and Computer Science  
Cleveland State University

**From:** Stacey A Monroe  
**Sent:** Monday, October 1, 2018 11:46 AM  
**To:** Daniel Simon <d.j.simon@csuohio.edu>  
**Cc:** Joy D Yard <j.yard@csuohio.edu>  
**Subject:** FW: Question on volunteer research associates

Dear Dr. Simon,

Per the below inquiry, do you have some insight on whether this scope of service fits within the parameters of a research volunteer? My particular concern is the interpretation from the Volunteer Policy: <https://mycsu.csuohio.edu/offices/hrd/volunteers.html>

Here is an excerpt from the policy that speaks specifically about prohibited activities:

**Prohibited Activities** (including but not limited to):

- Operating heavy equipment
- Driving on CSU business, unless authorized under CSU's driving policy
- Working with or exposure to hazardous materials or stored energy
- Being a human research participant or a laboratory volunteer
- Any activity considered inappropriate for an employee
- Entering into any contract on behalf of CSU

Your guidance on this matter is appreciated.

Best regards,

*Stacey A. Monroe*

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*The most dangerous phrase in the language is "We've always done it this way" –*

*Grace Hopper*

**From:** CSU Human Resources  
**Sent:** Monday, October 01, 2018 9:03 AM  
**To:** Stacey A Monroe <[s.monroe@csuohio.edu](mailto:s.monroe@csuohio.edu)>  
**Subject:** FW: Question on volunteer research associates

**From:** Bryan J Pesta  
**Sent:** Monday, October 01, 2018 7:18 AM  
**To:** CSU Human Resources <[hr@csuohio.edu](mailto:hr@csuohio.edu)>  
**Subject:** Question on volunteer research associates

Dear Human Resources,

My name is Bryan Pesta, and I am a professor here in the department of management. I was hoping you could give me some guidance regarding the appropriateness of using volunteers to help me with my research.

Specifically, I have recently formed collaborations with two early-career researchers (external to CSU). Both seek to eventually further their education, but they first want to volunteer working in my "lab." Their goals are to gain more research experience, become authors on peer reviewed manuscripts, and ultimately secure letters of reference.

They are currently unaffiliated with CSU or any other university. My question is would it be appropriate to have them help with my research (as volunteers)? If so, for any manuscript we produce or publish together, could they list CSU as their affiliation?

Thank you for assisting me with these questions,

Bryan